



Department of Housing and Community Development

NOTIFICATION OF VACANCY

June 9, 2017

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**HUMAN RESOURCE MANAGER**  
**(Human Resource Manager I)**

**POSITION #00256**

**LOCATION:**

**DHCD**  
**600 E MAIN ST. STE 300**  
**RICHMOND, VA 23219**

**HIRING RANGE:**

**Negotiable to \$75,000 Annually**

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**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking an experienced human resource professional to manage, and/or perform a variety of human resource functions for the agency. This position provides critical human resource services to all DHCD employees and clients inside and outside state government and ensures the integrity, consistency and professional delivery of those services. The position manages all the human resource functions for the agency to include, recruitment, recognition programs, benefits, employee transactions, leave, employee relations, records management, payroll documentation, training, new initiatives, training and customer service. This position also provides guidance and advice to managers with regard to performance and sensitive issues. Additional duties may be assigned.

**QUALIFICATIONS GUIDE:**

The successful candidate will have a rich portfolio of professional characteristics to include a mix of the following knowledge, skills, abilities and experiences: Considerable knowledge of HR & HRIS automated systems. Ability and experience in project management of HR technology and systems and working with IT staff or vendors on HR projects from conception to implementation. Ability to use social media and a variety of techniques for talent management and retention. Considerable knowledge of using a variety of data analysis techniques to evaluate HR programs, processes, practices and policies and make recommendations. Ability to develop strategic plans and implement HR programs and policies; to compose clear and concise written materials; to apply critical thinking skills to develop and recommend solutions to complex problems and issues; to lead formal and informal discussion and interact with all levels of management and employees; to interpret, analyze and explain federal, state and agency laws, policies and procedures; and to research and develop best practices for HR. Must be able to maintain a high level of confidentiality; have a desire to work in a fast-paced, dynamic, and changing organizational environment. Considerable knowledge of recruitment/selection principles, benefits administration, employee relations, classification and salary administration practices, performance and learning management systems, and employee engagement strategies. Graduation from college or university with a degree in human resource management, HRD or public administration or related field or a combination of relevant training and experience acceptable. Prefer HR certification such as PHR, SPHR, SHRM-CP, etc. A criminal records check and a valid driver license are required.

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**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, JUNE 30, 2017 AT 11:59PM EST.**

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*For additional information, please contact our Human Resource Office, at (804) 371-7000*

*An Equal Opportunity Employer*

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.*

*Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process*

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